

Assessing criteria's for 3-year contract:

Appleton's Assessors' Agent will be expected to provide the following services:

1. Provide one day per month (on average) at the Town Office for scheduled meeting with taxpayers and to perform any other necessary assessing functions.
2. Perform "spring work" assessing of all newly permitted construction, as well as a review of prior years' construction not yet complete, "spring work" to be completed no later than August 1st.
3. Read all deeds and determine straight transfers from lot splits.
4. Process all straight transfers by confirming ownership and lot(s) being transferred. Remove any exemptions if warranted. All changes will be made in TRIO.
5. Process all lot splits by creating new record cards for new lots and make all necessary valuation changes to update the records. All changes will be made in TRIO.
6. Monitor land transfers for the possibility of Tree Growth, Farmland, and Open Space violations and calculate necessary removal penalties.
7. Draft, to scale, all land splits, subdivisions, and map corrections onto the Town's tax maps.
8. Process all new Homestead, Veteran, and Blind exemptions.
9. Process all new current use applications.
10. Process all Tax Exemption applications.
11. Process all annual BETE and BETR applications.

12. Process annual Homestead Exemption Reimbursement application in a timely manner.
13. Aid Town in calculating municipal tax levy limit.
14. Process annual sales ration study and Municipal Valuation Return in a timely manner. (Assistance from the Town may be requested)
15. Process annual Forestry Report in a timely manner.
16. Assist in annual tax commitment.
17. To appear at any required hearing to defend and offer opinion regarding property assessment within the Town.
18. To perform this work as an independent contractor and not as an employee of the Town.
19. Other undesignated days will be spent at the Town Office to perform all necessary assessing functions in a timely manner.
20. To provide Commercial General Liability Insurance which includes Employers Non-Ownership Automobile Liability with the limits of \$2,000,000/occurrence and \$4,000,000/aggregate.
21. To provide valuable papers insurance with limits of \$40,000.
22. To provide workers' compensation insurance to statutory limits or provide approved "Application for Predetermination of Independent Contractor Status to Establish a Rebuttable Presumption" for Independent Contractors issued by the State of Maine Worker' Compensation Board.
23. Schedule date for next office day before leaving office.
24. If there is not sufficient work scheduled, that working day can be skipped and used at a later date. Any re-scheduling will be agreed upon between the Town and contractor.

25. Maintain personal property accounts and utilize *Property Declaration* letters as necessary.

The Town agrees as follows:

1. Provide list of new construction for “spring work”.
2. Keep appointment schedule for meeting with taxpayers.
3. Perform typing, process correspondence and other reasonable office functions.
4. Aid in completing sales ration study and Municipal Valuation Return.
5. Purchase any required TRIO software module.
6. Proofread preliminary assessing work as necessary.